

SPECIAL FUND

1. Cash received during this fiscal year should be kept separate from the \$300.00 received last fiscal year. The cash remaining from last fiscal year should be used up first, before the new funds are used.

2. The following applies only to FY 54 cash funds:

a. A total of \$1000.00 has been allotted for the following purposes:

- (1) Activities where unusual security considerations make it difficult to get financial support from more customary sources (that is, where proper funds for a given activity would require an undesirable amount of written or oral justification).
- (2) The purchase of certain ~~other~~ material where use of other funds would delay operations to an excessive extent.
- (3) The above includes payment for services, travel, honoraria, supplies, etc.

b. The total amount and the purposes for which it may be used is subject to amendment whenever it appears desirable.

(9) c. Portions of the total amount will be furnished to ~~the~~ Division as needed.

(9) d. One individual in ~~the~~ Division should be appointed as keeper of the cash funds. He will furnish a receipt when he receives cash and in turn he will be given a receipt of some sort for funds which are expended. For instance, where possible, there should be a receipt for supplies purchased; however where it is not customary for receipts to be given in a given case, or where for some reason no receipt is ~~given~~ obtained, a note should be made out explaining the expenditure. Where payment is made to an individual as an honorarium, a receipt should be made out by the person receiving the payment. For instance: Received from ~~the~~ custodian of the cash fund), \$xx.xx, for honorarium (or some code word if desired), signed by whoever received the money. There is no need to mention ~~the~~ Division or any personal titles.

(9) e. Receipts should be turned over to me periodically. These will be kept on file to be used only if an audit of the fund is requested.

(9) f. It is suggested that, beginning with FY54 cash, some sort of a log book or ledger be kept which will show the amounts received and the expenditures and the amount of cash which should be on hand. The only purpose for this is that it ~~would~~ would probably make it easier for you to keep track of the present status of the funds, from your end.

INVOICE CHECK SHEET

INSTANA Subproject AS

Date of Original Authorization	Period Covered	When Ex-terminated to	Allegation Number	Amount of Collection
26 June 53	15 Aug 54	15 Aug 55	3-2502-10-001	1000.00

Additional Authorizations	Period Covered	When Ex-terminated to	Allegation Number	Amount of Collection

Invoice No.	Date	Amount	Balance
1	7/3/53	250.00	750.00
(Refund received of \$50.00 - Is applied against future invoices) →			
2	6/17/54	500.00	300.00
3	11/23/54	300.00	0

REMARKS:

Project Closed - See MKULTRA 30

(A) DRAFT
26 June 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Project MKULTRA, Subproject 13

(g)
(g)

1. The purpose of subproject 13 is to support certain CD/TSS activities which are carried out either by the [redacted] Division, Camp Detrick, or in conjunction with the [redacted] Division. The support will be in two general categories: (1) Activities where unusual security considerations make it difficult to get financial support from more customary sources (that is, where proper funds for a given activity will require an undesirable amount of written or oral justification), (2) The purchase of certain material where use of other funds would delay operations to an excessive extent.

2. These funds are to be used to pay for services, travel, honoraria for unusual services, supplies, etc.

3. Cost for Subproject 13 is not to exceed \$1,000.00 for a period of time ending 15 August 1954.

(A)

[redacted]

Chemical Division/TSS

APPROVED:

(A)

[redacted]

for Chief, Chemical Division, TSS

PROGRAM APPROVED
AND RECOMMENDED:

APPROVED FOR OBLIGATION
OF FUNDS:

(A)

[redacted]
for Research (Chairman)

(A)

[redacted]
Research Director

Date: June 26 1953

Date: June 26 1953

Attachment:
Cost Estimate

[redacted]

Original Only.

COST ESTIMATE

Travel	\$ 200.00
Services	300.00
Honoraria	200.00
Supplies and Equipment	200.00
Miscellaneous and Contingencies	100.00
	<u>\$1,000.00</u>

25 June 1953

MEMORANDUM FOR: COMPTROLLER

ATTENTION: Finance Division

SUBJECT: Project MULLER, Subproject 13

c-117

Under the authority granted in the memorandum dated 13 April 1953 from the DCI to the DD/A and the further authority granted in the memorandum dated 17 April 1953 from the DD/A to the Comptroller on the subject, "DD/P-735 Project MULLER", subproject 13 has been approved, and \$1,000.00 of the over-all Project MULLER funds have been obligated to cover the subproject's expenses.

SIDNEY COFFMAN
Chief
Chemical Division, TSS

PROGRAM APPROVED
AND RECOMMENDED:

APPROVED FOR OBLIGATION
OF FUNDS:

(A)

(A)

Approved: [redacted]
Sidney Coffman

Approved: [redacted]
Research Director

Date: [redacted]

Date: [redacted]

Distribution:

Attache - Glyn. 3 2

Gen. Sec'y. [redacted] - 1

ED/Print - 1 ✓

Tell. Control - 1

DD/IS - 2

(A)

JUN 25 ENT'D

3 July 1953

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

FROM: TSS/Budget Officer

SUBJECT: Invoice No. 1, Subproject 13, Project NEUMATA

Invoice No. 1 for Subproject 13 of Project NEUMATA is attached.
It is requested that payment be made in cash (\$250.00) to Chief,
CO/TSS, through TSS/Budget Officer by noon Monday, 13 July.

SIDNEY COTTLEB
Chief
Chemical Division, TSS

Attachment:

Invoice
Certifications

Distribution:

Addressed - Orig. & 1

Encl. Sec'y., [REDACTED] - 1

TSS/Budget - 1

CO/CO - 2

CO/Registry - 1

(A) [REDACTED]

JUL 6 1953

CERTIFICATIONS

(1) It is hereby certified that this is Invoice No. 1 applying to subproject 13 of Project WHEAT, that technical performance is satisfactory, that work is being accomplished in accordance with initial agreement, that this bill is just and correct and that payment thereof has not yet been made.

Date: _____

SIGMUND C. GUTHE
Chief, CD/ISS

(2) It is hereby certified that this invoice applies to subproject 13 under Project WHEAT which was duly approved and that the project is being carried out in accordance with the DD/P memorandum to DCI dated 3 April 1953 and the DCI memorandum to DD/A dated 13 April 1953.

Date: _____

(A) [Redacted]
Researched Director

(3) It is hereby certified that the scope of the program of subproject 2 of Project WHEAT has been approved.

Date: _____

(A) [Redacted]
Exec. Sec'y., [Redacted]

[Redacted]

MEMORANDUM RECEIPT

13-6

9 July 1953

DATE

TO: Sidney Gottlieb

FROM: Budget Office, TSS

SUBJECT: Cash (250.00)

I hereby acknowledge receipt of the following:

Cash in the amount of \$250.00 for Invoice No. 1 for Subproject 13 of Project MKULTRA.

(A) [REDACTED]

Please return 1 signed copy(ies) of this receipt to [REDACTED]

(9)

To [REDACTED]
FORM NO. 36-66
MAR 1949

SIDNEY GOTTLIEB
SIGNATURE OF RECIPIENT

DATE RECEIVED

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 6 July 1953

FROM :

SUBJECT:

(A) Received from [REDACTED] \$200.00 in cash.

(A) [REDACTED]

13-8

21 January 1954

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

VIA:

TSS/Budget Officer

SUBJECT:

Refunds of Funds, Subproject 13, Project IKULTRA

Enclosed herewith fifty dollars (\$50.00) in cash, to be credited to the account of Subproject 13, Project IKULTRA.

Done

(A)

Chemical Division, TSS

APPROVED:

Chief, Chemical Division, TSS

Distribution:

Address - Orig. & 1

Spec. Sec'y., [REDACTED] - 1

TSS/Budget - 1

TSS/Registry - 1

Comptroller - 1

TSS/CP - 2

(9)

(A)

13-9

MEMORANDUM RECEIPT

21 January 1954

DATE

(A) TO: [REDACTED] BUDGET OFFICER/TSS

FROM: Sidney Gottlieb, Chief, TSS/CD

SUBJECT: Cash (\$50.00)

I hereby acknowledge receipt of the following:

Cash in the amount of \$50.00 for credit to the account of Subproject 13 of
Project MKULTRA

(A) Please return 1 signed copy(ies) of this receipt

SIGNATURE OF RECIPIENT

(9) To [REDACTED]
FORM NO. 36-66
MAR 1949

DATE RECEIVED

DATE

27 Oct 54

RECEIPT

NUMBER

111

THIS WILL ACKNOWLEDGE RECEIPT OF

\$50.00

DOLLARS

(A) FROM

FOR

7 after 1000
[REDACTED]
[REDACTED]
600.1-4-2502-10-1 (MKUTTA)
Juvies 1-Sub-prog. 13

100/10.5

(A)

(OFFICIAL SIGNATURE)

FORM NO. 35-14
MAY 1957

17 June 1954

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

VIA : TSS/Budget Officer

SUBJECT : Subproject 13, Project MANTRA
Invoice No. 2, allotment 4-2502-10-001

Invoice No. 2 for Subproject 13 of Project MANTRA is attached.
Other invoices will follow later. It is requested that payment be
made in cash in the amount of \$500.00. Payment should be made to
Chief, TSS/CD through TSS/Budget Officer by Thursday, 24 June 1954.

SIDNEY GOTTLIEB
Chief
Chemical Division, TSS

Attachments:
Invoice No. 2 - Subproject 13
Certifications

Distribution:
Director - Orig. & 2 v/attachments
Comptroller - 1
7 TSS/Budget - 1
TSS/CD - 2

(A) TSS/CD: [redacted]

CERTIFY THAT FUNDS ARE AVAILABLE:
64-561

COMBINATION REFERENCE No. 3-2502-10-001

CHARGE TO ALLOTMENT No. JUN 21 ENTD

RECEIVED (A) JUN 24 1954

AUTHORIZING OFFICER

Invoice

June 17, 1954 .

For payment of expenses incurred in
connection with MKULTRA subproject 13.

.....\$500.00

(A)

[REDACTED]

CERTIFICATIONS

(1) It is hereby certified that this is Invoice No. 2 applying to subproject 13 of Project MATHIAS, that technical performance is satisfactory, that work is being accomplished in accordance with actual agreement, that this bill is just and correct and that payment thereof has not yet been made.

Date: _____

HERBY COSTIGUS
Chief, CS/MS

(2) It is hereby certified that this invoice applies to subproject 13 under Project MATHIAS which was duly approved and that the project is being carried out in accordance with the D/P memorandum to DDI dated 3 April 1953 and the DDI memorandum to DS/A dated 13 April 1953.

Date: _____

(A) _____
Research Director

MEMORANDUM RECEIPT

13-12

TO:

DATE

FROM:

Invoice #2 Sub. 13

SUBJECT:

I hereby acknowledge receipt of the following:

CASH PAYMENT IN AMOUNT OF \$ 500.00
RECEIVED JUN 24 1954

(A) [REDACTED]

90813

Please return _____ signed copy(ies) of this receipt

SIGNATURE OF RECIPIENT

To
FORM NO. 35-66
MAR 1949

DATE RECEIVED

Office Memorandum • UNITED STATES GOVERNMENT

TO :

DATE: 8 July 1954

FROM :

SUBJECT:

(A)

I, [REDACTED], have received from [REDACTED]
the sum of Five Hundred Dollars (\$500.00) on this date 8 July 1954.

(A)

Custodian of Fund

SUB 13.

17-14
DRAFT

15 August 1954

MEMORANDUM FOR: THE RECORD

SUBJECT : Extension of Time for Project
MKULTRA, Subproject 13

Since Subproject 13 has expired and there are still funds remaining in the project, Subproject 13 is hereby extended for one year from date of expiration.

APPROVED:

(A)

Chief, TSS/Chemical Division

Original Only

13-15

23 November 1974

MEMORANDUM FOR: CHIEF, FINANCE DIVISION

TSS/Budget Officer

Subproject 13, Project HOUTMA
Invoice No. 3, Airtel 3-2502-10-001

1. Invoice No. 3 for Subproject 13 of Project HOUTMA is attached. This invoice is the final one to be submitted under Subproject 13 and when paid, constitutes complete payment of this project. It is requested that payment be made in cash in the amount of \$300.00. The cash should be sent to Chief, TSS/CD through TSS/Budget Officer.

2. The three invoices covering this Subproject aggregate \$1,000.00 since \$700.00 from Invoice No. 2 was returned and credited to Subproject 13. This \$1,000.00 represents the total expenditures to be made under this Subproject. It is requested, therefore, that the files on this Subproject be closed.

SIMNEY COTTELL
Chief
Chemical Division, TSS

Attachment: Invoice
Certifications

Distribution:

Orig. & 3 - Addressee

- 1 - TSS/PASB
- 2 - TSS/CD
- 1 - Comptroller

I CERTIFY THAT

300/3

3-2502-10-001

(A)

(A)

300-00

13-15

Invoice

November 23, 1954

For payment of expenses incurred in
connection with NEULTRA subproject 13.

..... \$300.00

CERTIFICATIONS

(1) It is hereby certified that this is Invoice No. 3 involving subproject 13 of Project HSCBWA, that technical performance was satisfactory, that the work was accomplished in accordance with mutual agreement, that this bill is just and correct and that payment thereof has not yet been made.

Date: _____

SIDNEY COPELAND
Chief, TSS/JS

(2) It is hereby certified that this invoice applies to subproject 13 under Project HSCBWA which was duly approved and that the project was carried out in accordance with the DD/1 memorandum to DRI dated 3 April 1953 and the DD1 memorandum to DD/A dated 13 April 1953.

Date: _____

(A)

Noted and
[Redacted]
[Redacted]
Research Director

[Redacted]

13-16

MEMORANDUM RECEIPT

12-8-54

DATE

TO:

FILE

Invoice #3

FROM:

Subject 13

SUBJECT:

I hereby acknowledge receipt of the following:

CASH PAYMENT IN AMOUNT OF \$300.00
RECEIVED. DEC 8 1954

Please return _____ signed copy(ies) of this receipt

(A)

SIGNATURE

To
FORM NO. 36-66
MAR 1949

DATE RECEIVED

13-17

FILE
SUB-B

Receipt is hereby acknowledged of \$300.00 in cash.

(B)  fund.

Date:

9 Dec. 1954

(A) 

This is to certify that the following items of equipment purchased under Projects MKULTRA 13 and 30 have been so altered and contaminated in the conduct of research that to conform with safety regulations of the contractor they must be considered expendable, dropped from non-expendable property records and destroyed at the conclusion of tests.

1 ea PSH-CO₂ Fire Extinguisher

1 ea Metal Turning Lathe
(Sears Roebuck)

(A)

Project Officer

APPROVED:

[Signature]
Chief, TSS/Chemical Division

Date:

APPROVED:

(A)

Chief, Technical Services Staff

13-19

MKULTRA
Subproject 13

Description Date Obligations Expenditures Balance

Subproject 13	June 25	100000		100000
Invoice # 1	July 6		20000	80000
# 2	June 17		50000	30000
# 3	July 23		30000	-